

# SPED Discipline Report Checklist

This document provides an **optional** checklist which data respondents and their directors may use to track their progress through the review and submission of SPED Discipline Reports. The Checklist is color-coded to match the colors of the slides from the Discipline Reports Training slides.

The first section of the checklist covers the reports that must be **reviewed** by directors **between August 22 to August 29, 2024**.

The second section covers the reports that must be **reviewed and signed** by directors and **submitted by August 29, 2024**.

This year the number of signature reports remains at two for special education directors. Flag Explanations are also required if there are flags in the Year-to-Year report, but this does not require a signature.

The data captured in the SPED Discipline Snapshot are used for Significant Disproportionality, Indicator 4, Federal reporting, and to monitor state performance.

A signature report for districts was added at the request of special education directors. This report is to be sent by the district directly to your Administrative Unit Data Respondent – this report is **not** collected by CDE.



## Colorado Department of Education

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### District Authority Sign-Off Form

Administrative Unit:







District:

School Year





## Error Reports - AU Must Resolve Errors Before August 22, 2024

Report	Looks like:	Notes	Pages	Format	Director Reviewed
District Activity Report	<p align="center"><b><u>Colorado Department of Education</u></b>                      District Activity Report                      Administrative Unit:                      School Year:</p>	Gives status of errors on interchange files	varies	optional	
SPED Discipline Snapshot Error Summary Report	<p align="center"><b><u>Colorado Department of Education</u></b>                      SPED Discipline Snapshot Error Summary Report                      District:                      School Year:</p>	Should show no errors.	varies	optional	
SPED Error Detail Report	<p align="center"><b><u>Colorado Department of Education</u></b>                      SPED Error Detail Report                      District:                      School Year:</p>	Should have no errors.	varies	optional	
SPED Incident and School Enrollment Date Comparison Report	 <p align="center"><b><u>Colorado Department of Education</u></b>                      SPED Incident and School Enrollment Date Comparison Report                      Administrative Unit:                      School Year:</p> <p align="right">Page: 1</p>	This report should be empty	varies	optional	
SPED Snapshot Records Excluded Due to Profile Errors	 <p align="center"><b><u>Colorado Department of Education</u></b>                      SPED Snapshot Records Excluded Due to Profile Errors                      District:                      School Year:</p> <p align="right">Page: 1</p>	This report should be empty.	1	optional	

# Review Week Checklist - August 22 - 29, 2024

Report	Looks like:	Notes	Pages	Format	Director Reviewed
SPED Snapshot Records	 <p><b>Colorado Department of Education</b> SPED Snapshot Records</p> <p>Page: 1</p> <p>School Year: _____</p>	All the records needed for the collection should be here	varies	optional	
SPED Detail - Students Reported Inconsistently by More Than 1 Admin Unit/SOP	 <p><b>Colorado Department of Education</b> SPED Detail - Students Reported Inconsistently By More Than 1 Admin Unit/SOP</p> <p>Administrative Unit: Special Education Discipline Data Summary Report THIS REPORT CONTAINS CONFIDENTIAL DATA - FOR ADMINISTRATIVE UNIT USE ONLY</p>	The Errors appearing here may be legitimate entries	varies	optional	
SPED Detail - Unilateral Removals to an Interim Alternative Educational Setting	 <p><b>Colorado Department of Education</b> SPED Detail - Unilateral Removals to an Interim Alternative Educational Setting (IAES)</p> <p>Administrative Unit: Data Summary Report Special Education Discipline Detail Listing: Unilateral Removals to an Interim Alternative Educational Setting (IAES) THIS REPORT CONTAINS CONFIDENTIAL DATA - FOR ADMINISTRATIVE UNIT USE ONLY</p>	Compare SPED Discipline Data Summary Report Pages 9-10	varies	optional	
SPED Detail - Children Subject to Expulsion	 <p><b>Colorado Department of Education</b> SPED Detail - Children Subject to Expulsion</p> <p>Administrative Unit: Data Summary Report Special Education Discipline Children Subject to Expulsion-Receiving/Not Receiving Educational Services During Expulsion THIS REPORT CONTAINS CONFIDENTIAL DATA - FOR ADMINISTRATIVE UNIT USE ONLY</p>	Details on expulsions	varies	optional	
SPED Detail - Indicator 4	 <p><b>Colorado Department of Education</b> SPED Detail - Indicator 4: Listing of Students with Removals Greater than 10 School Days</p> <p>Administrative Unit: Special Education Discipline Data Summary Report THIS REPORT CONTAINS CONFIDENTIAL DATA - FOR ADMINISTRATIVE UNIT USE ONLY</p>	Details on all students removed greater than 10 days	varies	optional	
SPED End-of-Year and Discipline Expulsion Comparison Report	 <p><b>Colorado Department of Education</b> SPED Discipline: End-of-Year and Discipline Expulsion Comparison Report</p> <p>Page: 1</p> <p>Administrative Unit: _____ School Year: _____</p>	Compares your current data to the SPED End-of-Year data	varies	optional	

# Signature Reports and Flag Explanations– Due August 29, 2024

Discipline Reports - 2 Reports +1 - Due August 29, 2024														
Report	Looks like:	Pages	Format	Director Reviewed	Signed	Upload- ed								
SPED Discipline Data Summary Report	 <p><b>Colorado Department of Education</b> <span style="float: right;">Page: 1</span>            SPED Discipline Data Summary Report            SPED Discipline: Data Summary Report: Count of Discipline Action Events and Students            Administrative Unit:            Special Education Discipline</p>	10	PDF											
Year-to-Year Comparison Report	 <p><b>Colorado Department of Education</b>            SPED Discipline: Year to Year Comparison Report            Administrative Unit:            School Year</p>	1	PDF											
Special Education Discipline Snapshot Flag Explanations <i>(this report is only needed if categories were flagged in the Year-to-Year Comparison Report)</i>	 <p>Special Education Discipline Snapshot Flag Explanations   2</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">Administrative Unit:</td> </tr> <tr> <td colspan="3">School Year:</td> </tr> <tr> <td style="width: 33%;">Category Flagged</td> <td style="width: 33%;">Count Difference from Last Year</td> <td style="width: 33%;">Percentage Difference from Last Year</td> </tr> </table>	Administrative Unit:			School Year:			Category Flagged	Count Difference from Last Year	Percentage Difference from Last Year	1-2			No Sig required
Administrative Unit:														
School Year:														
Category Flagged	Count Difference from Last Year	Percentage Difference from Last Year												